

17 August 1961

MEMORANDUM FOR: Members of the CIA Career Council  
Director of Security  
General Counsel

SUBJECT : Proposed Notice and Handbook on Employee Conduct

REFERENCE : Memorandum for Heads of Departments and Agencies from Special  
Assistant to the President, Subject: Standards of Conduct  
for Civilian Employees, dated 20 July 1961

1. The attached Notice and Handbook on Employee Conduct prepared for the signature of the Director are offered for your review and comments. These issuances were prepared in accordance with the referenced White House memorandum which directs that each department and agency head publish appropriate internal directives concerning standards of conduct for civilian employees. Copies of such directives are to be submitted to the White House by 31 August 1961.

2. The White House memorandum forwarded a statement of minimum standards of conduct for civilian employees which was prepared by the Civil Service Commission and which is to be used as a guide in reviewing and developing standards for application within an agency. Agencies are required to include in their issuances:

a. A list of the important laws and rules on employee conduct pertinent to employees of the agency;

b. Information to employees as to how and from whom they may get additional clarification of standards of conduct and related laws, rules, and regulations; and

c. Assurance that appropriate disciplinary action will be taken when employees violate laws, rules, or regulations on conduct.

3. The attached Handbook summarizes rules of conduct for Agency employees and includes a digest of disciplinary actions which will be taken in the event of infractions of Agency rules of conduct, including those penalties established by law. It is not planned to rescind any existing Agency regulations pertaining to conduct at the present time, but such regulations will be further reviewed and amplified, if necessary.

4. We believe that the proposed Notice will meet the requirement of the White House directive which provides that minimum standards of conduct be brought to the attention of all employees as soon as such standards are issued. Subsequent notices will be published to meet the additional requirement for reminding employees semi-annually of Agency policies concerning conduct.

5. In view of the short deadline for submission of copies of Agency directives to the White House, it is requested that the addressees review the attached issuances and be prepared to offer comments at the Career Council meeting.

FOIAb3b

[REDACTED]

Elliott D. Echoles

Chairman

CIA Career Council

Attachments

PERSONNEL

HN [REDACTED]  
1961

EMPLOYEE CONDUCT

STATINTL

1. In Executive Order 10939, dated 5 May 1961, President Kennedy prescribed guides on ethical standards to Government officials. The Order was quoted in full for the guidance of Agency Personnel in Headquarters Notice [REDACTED] dated 23 May 1961.

2. In Section 6 of the Order, the President directed that "Each department and agency head shall review or issue internal directives appropriate to his department or agency to assure the maintenance of high ethical and moral standards therein." In accordance with this provision, Agency regulatory material has been reviewed, and a CIA Handbook on Employee Conduct has been prepared as a guide for all Agency employees in carrying out their responsibilities for adhering to the standards prescribed by the President. The Handbook also contains references to Agency regulations when the overall standards are supplemented to meet special problems peculiar to this Agency.

3. Deputy Directors shall ensure that all employees under their respective jurisdictions have an opportunity to read the new Handbook. New employees will be given an opportunity to read the Handbook at the time of their entrance on duty. If any employee is uncertain as to the meaning of any provision of the Handbook, or its applicability to his particular circumstances, it shall be his responsibility to request clarification from his supervisor, his Personnel or Administrative Officer, or the Special Assistant to the Director of Personnel.

4. I wish to emphasize that formal rules of conduct cannot and should not be relied upon exclusively by Agency employees. It is my expectation that employees of the Central Intelligence Agency will at all times in the course of conducting their official and personal affairs exercise the good judgment which our mission so clearly requires.

*See Annexes  
Part I*

ALLEN W. DULLES  
Director of Central Intelligence

DISTRIBUTION: ALL EMPLOYEES